

Washington State Planning Grant on Access to Health Insurance
ADMINISTRATIVE SIMPLIFICATION – INTERVIEW PROTOCOL FOR INITIAL
INVENTORY OF EFFORTS

1. Name of interviewee
2. Title and workplace
3. Organization re: Administrative Simplification
4. Role in Organization
5. Recommended alternative/additional contacts:
6. Identification of the administrative simplification initiative (Name or label to which it is referred)
7. Description of initiative
8. Other initiatives under discussion/needed/considered
9. Leader/lead organization
10. Participants in the initiative
11. Location or locations of the initiative (single site, multiple sites)
12. Time Frame of initiative
13. Problem initiative is designed to address
14. Expected impact
 - a. Savings of time
 - b. Savings of money
 - c. Reduce duplication of resource use
 - d. Overall return on investment
 - e. Examples:
15. Intended assessment of the initiative
 - a. Anecdotal
 - b. Evidence-based
 - c. By whom
 - i. In-house
 - ii. Outside
 - iii. Formal
16. Barriers/constraints
 - a. Government
 - i. State
 - ii. Federal
 - iii. Other
 - b. System-wide barriers
 - i. Administrative infrastructure
 - c. Money
17. State government role
 - a. Current
 - b. Potential
18. Follow-up opportunities
 - a. Primary point of contact
 - b. Meetings/forum
19. Overlaps with other initiatives
20. Category of administrative simplification – to be created from the results of the inventor
21. Source of information regarding the initiative